



HIRING OUR HEROES



Hiring Veterans

For opportunities with the State of Iowa





HIRING A VETERAN



Tools to hire veterans for opportunities with State agencies:

- **How to interpret the military resume**
- **Differences in the veteran interview**
- **How to recruit Veterans**
- **Non-Compete Hiring**



MILITARY RÉSUMÉ.



When reviewing a résumé, there are normally three main areas of confusion:

- 1. Rank**
- 2. Military Skills**
- 3. Military Terminology**

Our job is to try to eliminate that confusion before you see the Veteran.



UNDERSTANDING MILITARY RANK



How Military Rank Translates to Civilian Roles and Responsibilities

	Military Role and Education	Civilian Role and Responsibilities
Officers (O1 – O10)	<ul style="list-style-type: none">• Provide overall management and leadership in their area of responsibility• Undergraduate to graduate degrees	<ul style="list-style-type: none">• President, Division Chief, and senior managers• Responsible for management , organizations, and efficiency of various departments in a corporation
Warrant Officers (WO1 – CW5)	<ul style="list-style-type: none">• Highly trained functional specialists• Many have college degrees	<ul style="list-style-type: none">• Highly experienced technical leaders, experts and trainers that perform extremely specialized functions, such as maintaining the company IT system or serving as the pilot for the company plane
Enlisted (E1 – E9)	<ul style="list-style-type: none">• Functional Specialists and technicians with varying degrees of leadership and management experience. As they progress with promotions, they assume responsibility and provide direct supervision of subordinates• High school diploma/GED/ college degrees	<ul style="list-style-type: none">• “Hands-on” workers performing a variety of jobs• As they rise up the ranks of the company based upon their leadership and many years of experience, they assume more responsibility and perform positions such as a manager and foreman.



UNDERSTANDING MILITARY RANK



Organization Size and Side-by Side Comparison

Approximate number of people	Military Name	Civilian Name
15-16	Platoon	Team/Department
70-250	Company/Battery	Unit/Department
300-900	Battalion	District/Division
3000-5000	Brigade/Regiment	Group/Division
7000-15000	Division	Region
20000-45000	Corps	Company



TRANSLATING MILITARY SKILLS



For every job in the military, there is a Code.

A military Occupational Code (MOC) is an alphanumeric or numeric code that denotes a specific military job.



11FX (Fighter Pilot)

Many veterans will refer to these codes in place of the formal name of their job duties. (Computer Technician, Supply Chain Clerk etc.)

There are variations in this code based upon branch of service.



TRANSLATING MILITARY SKILLS



Crosswalk Search - Windows Internet Explorer

http://www.onetonline.org/crosswalk/

File Edit View Favorites Tools Help

Gold Card - U.S. Depart... Crosswalk Search

o-net O*NET OnLine

A proud partner of the americanjobcenter network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Crosswalk Search

Apprenticeship

Search codes or titles from the Registered Apprenticeship Partners Information Data System (RAPIDS).

Examples: 0235, glass blower

Education

Search codes or titles from the 2010 Classification of Instructional Programs (CIP).

Examples: 50.0402, advertising

Occupation Handbook

Search titles from the 2012-13 Occupational Outlook Handbook (OOH).

Examples: education administrators

DOT

Search codes or titles from the Dictionary of Occupational Titles (DOT).

Examples: 865.131-010, tree pruner

Military

Search codes or titles from the Military Occupational Classification (MOC).

Examples: 15W, radio operator

SOC

Search codes or titles from the 2010 Standard Occupational Classification (SOC).

Examples: 39-6011, physician assistant

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Done Internet 100%

(Shows related civilian jobs.)

<http://www.onetonline.org/crosswalk/>



ADDITIONAL MILITARY SKILLS



Remember!

Military personnel are always tasked with additional job duties such as...

- Safety Officer/NCO
- Retention NCO
- EEO Officer/NCO
- Intelligence Officer
- Drill Sergeant
- Recruiter
- And numerous other assignments.

They are flexible and trainable.

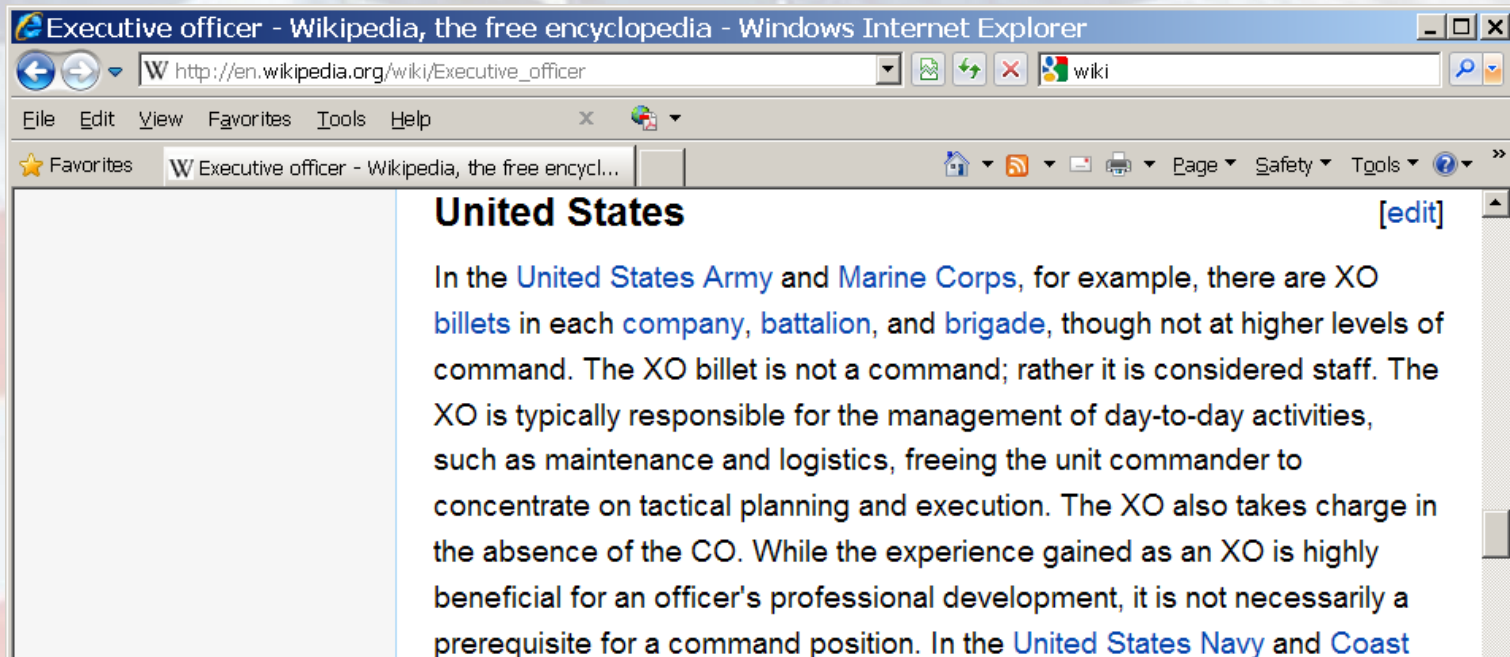


TRANSLATING MILITARY TERMS



Many of these titles won't be on O*NET.

- S1, G2, CO, Executive Officer (XO) etc.



<http://en.wikipedia.org>



TRANSLATING MILITARY TERMS



★ Favorites DOD Dictionary of Military and Associated Te... Home RSS Print Page Safety Tools ?

DOD Dictionary of Military Terms

The DOD Dictionary is managed by the Joint Education and Doctrine Division, J-7, Joint Staff. All approved joint definitions, acronyms, and abbreviations are contained in Joint Publication 1-02, *DOD Dictionary of Military and Associated Terms* 08 November 2010, as amended through 15 November 2011.

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DOD Acronyms

ABCDEFGHIJKLMNOPQRSTUVWXYZ Num

[tactical operations center](#)
[tactical questioning](#)
[tactical recovery of aircraft and personnel](#)
[tactical reserve](#)
[tactical warning](#)
[tactical warning and attack assessment](#)
[tactics](#)
[tadpole](#)

tactical operations center

(DOD) A physical groupment of those elements of a general and special staff concerned with the current tactical operations and the tactical support thereof. Also called TOC.
Source: JP 3-33



TRANSLATING MILITARY TERMS



- **Veteran** = Anyone who served (There are many Federal definitions.)
- **Retired Veteran** = Retired from the military w/20+ years of service or medically retired.
- **Active Duty** = Fulltime military includes Active Guard and Reserve (AGR).
- **Guard & Reserve** = Not fulltime military; Still have service responsibilities with Guard and Reserves
- **Returned Guard and Reserve (Demobilized)** = No longer deployed; May or may not have service responsibility



THE

VETERAN INTERVIEW



When Interviewing a Veteran you can expect:

- **Self Confidence** — Sometimes bordering on arrogance. Pride.
- **Self Consciousness** — Unsure how to interview or their military experience relates to your job opening.
- **Use of “Acronyms”** — It’s a habit. Have them explain.
- **Sitting at Attention** — Very rigid, no smile, strong eye contact
- **Responses are normally short and to the point** — ask them to elaborate.
- **“Yes Sir” or “Yes Ma’am”** — It’s also a habit.



VETERAN STEREOTYPES



Vets Have Been Trained to Be Mindless Drones

- **Perception:** A common impression is that the military breaks down the individuality of a service member, turning them into part of the machine.
- **Reality:** Basic Training is designed to get service members to think about the good of the group before their own interests.

Veterans are Combative and Physically Aggressive

- **Perception:** Veterans are not trained to do anything but execute brute physical violence.
- **Reality:** Most service members train in a specialization of some kind. A lot of these skills are applicable to the civilian world. Equally importantly, military training involves a heavy emphasis on discipline and control. They've had extensive training in how to use force — and how not to use it.



VETERAN STEREOTYPES



Veterans Are Mentally and Emotionally Unstable

- **Perception**: Everyone knows that Veterans have "seen things" and that they're a bomb just waiting to go off.
- **Reality**: It's a real thing, and it's a serious thing, but that's not every Veteran. The twitching, terrified vet mostly isn't real — and for those with these issues, professional help is the best solution.
- PTSD in the civilian population is also common, being associated with risks such as marital instability, teenage childbearing, lower educational attainment, and unemployment.

<http://www.rand.org/blog/2012/06/posttraumatic-stress-disorder-in-vulnerable-populations.html>



RECRUITING VETERANS



Veterans, Guard and Reserve MEMBERS have skills employers want

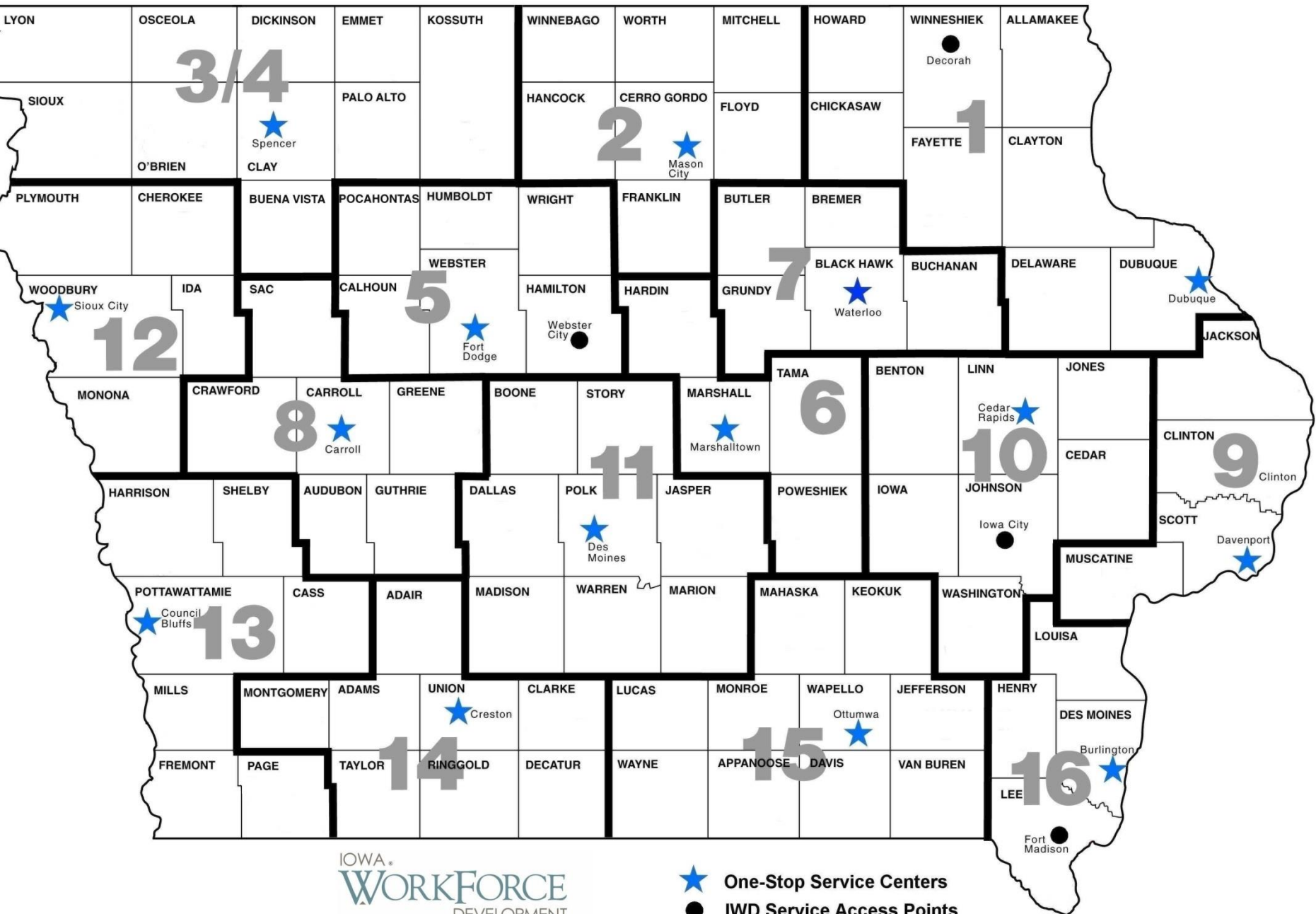
- **and need:**
 - Leadership skills
 - Can-do attitude
 - Loyalty
 - Integrity
 - Discipline
 - Tech savvy
- Timeliness
- Strong work ethic
- Team skills
- Physically fit
- Problem solvers
- innovative

VETERAN EMPLOYMENT SERVICES

Iowa is committed to providing quality employment services to veterans at our Iowa*WORKS* Centers. All team members in all centers are trained to assist Veterans with:

- Assessments;
- Productive job searches;
- Labor Market Information;
- Workshops;
- Develop job interviewing and resume writing skills;
- Job fairs and hiring events.

Iowa Workforce Development Delivery System





LVER AND DVOP FACT SHEET



Local Veterans' Employment Representative (LVER)

LVERs provide assistance to Veterans by:

- Working with employers to place qualified work ready Veterans in available positions. In addition, LVER's work with Veterans' organizations, the Department of Veterans Affairs, Department of Defense, and community-based organizations to link Veterans with appropriate jobs and training opportunities.
- Monitoring job listings from Federal contractors to see that eligible Veterans get priority in referrals to these jobs.
- Promote and monitor the participation of Veterans in Federally-funded employment and training programs.



LVER AND DVOP FACT SHEET



Disabled Veterans' Outreach Program Specialist

Disabled Veteran Outreach Program – (DVOP) specialists provide intensive services and facilitates placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans, and other categories of veterans to include:

- **Homeless**
- **an offender**
- **low income**
- **Lacking a high school diploma or equivalent**
- **Recently separated veteran who has been unemployed for 27 weeks in past 12 months;**
- **18 – 24 year old**



NON-COMPETE HIRING



- Iowa Code Section 8A.402(2) allows a veteran with a service connected disability to participate in federally funded job training programs within state agencies. Veterans who successfully complete a minimum of 160 hours of training up to a maximum of 780 hours may be noncompetitively appointed into a vacant position for which they have trained. A veteran who satisfactorily completes the program is eligible for a non-competitive appointment with that agency and job class for a period of one year from the date of completion. This is in compliance with the Iowa Administrative Code sections 11 IAC54.2 and 11 IAC 57.9.
- The benefit of this program is to assist both disabled veterans and state agencies by matching the skills and experience of veterans to identified agency needs in a non-competitive training and hiring process.
- State Agencies are *encouraged* but not mandated to participate in the program



STEPS IN THE NON-COMPETE PROCESS



- The agency hiring authority will select a candidate who best fits the identified essential knowledge, skills, and abilities required to be successful within the time limits of the training period (160 to 780 hours).
- Once a veteran selection is made, the veteran's representative will work directly with the participating state agency to outline the specific training requirements, milestones, and outcomes that indicate successful achievement of the training/work experience.
- Once a veteran has been selected for training, the host state agency must schedule an orientation meeting with the veteran and the representative to review the agreed upon specifics of the training requirements. The veteran must be given all performance objectives and timelines for achievement during the orientation. Policies that govern the training environment must also be given to the veteran at the orientation meeting.



GUIDELINES FOR PARTICIPATION



- The veteran will be in unpaid status and not be in an employment status while completing the training with the State of Iowa.
- The veteran must meet the minimum qualifications for the job classification by the time the work experience/training program has been completed.
- The veteran's case manager will develop a training plan in coordination with the state agency.
- Upon hire into a permanent position with the agency, the veteran will serve a 6-month probationary period.



STEPS IN THE NON-COMPETE PROCESS



Information regarding the process for participating in the Non-Compete Program can be found in Chapter 4, Filing a Vacancy, Managers & Supervisors Manual

https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-04-36.pdf



STATE AGENCY ROLES



- Identify a specific work experience/training opportunity based on an anticipated vacancy.
- Assure that a current Position Description Questionnaire (PDQ) is established for the position and submit it to the DAS-HRE Personnel Officer for review and approval.
- Submit the Disabled Veteran Non-Compete Participation Request Form (CFN 552-0774) to the DAS-HRE Recruitment Coordinator, who will initiate contact with the IVRS Training and Development Coordinator and veteran's representative.
- Work with the veteran and his or her representative to develop a training plan and timeline with measurable outcomes.



STATE AGENCY ROLES



- Select a veteran who, upon satisfactory completion of the training, can satisfy the minimum qualifications of the job classification.
- Provide an appropriate work setting and schedule to accommodate the veteran in the training process.
- Provide the DAS-HRE Recruitment Coordinator a log of the number of training hours accomplished weekly per veteran in training. This will document the veteran's hours to verify his or her eligibility for a non-competitive appointment.
- Schedule routine progress meetings with the veteran and the veteran's representative.



STATE AGENCY ROLES



- Dependent upon funding and approval by the Department of Management (DOM), establish a vacant position within one year of the completion of the veteran's work experience/training. This will require the submission of a Hiring Justification (CFN 552-0744) to DOM when the vacancy is ready to be filled, after clearing all mandatory contract transfers or recalls.
- Maintain a hiring file packet and submit to DAS upon request for non-competitive hire.



VOCATIONAL REHABILITATION IVRS /VA VR&E



- Serve as liaison for the veteran's representative, the disabled veteran, the state agency, and DAS-HRE.
- Receive Disabled Veteran Non-Compete Participation Request Form from (CFN 552-0774) the DAS-HRE Recruitment Coordinator and work with the veteran's representatives to identify candidates for the program.
- Monitor participating veteran's activities and provide a reporting summary from data collected by the state agency and service provider



VETERAN REPRESENTATIVE



- Source job candidates to fill participation requests with a veteran who has the foundation for satisfactorily completing the training and meeting the minimum qualifications of the job classification.
- Develop the training outline, timeline, and outcome measures in coordination with the state agency and the veteran
- Maintain contact with the veteran to assure that VA financial support, work search waivers, or other federal VA requirements are met for the participating veteran.



VETERAN REPRESENTATIVE



- Secure confirmation of the veteran's service-connected disability and qualifications necessary for participation in the job training/work experience program and submit the records to the state agency upon agreement of the work plan. This will be documentation for the hiring file packet.



HIRING VETERANS



If you have any questions, please contact:

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